

GENERAL SERVICES ADMINISTRATION  
Washington, DC 20405

February 10, 2004

FEDERAL TRAVEL REGULATION  
Amendment 2003-06

TO: Heads of Federal agencies

SUBJECT: FTR case 2003-308; Privately Owned Vehicle Mileage  
Reimbursement

1. Purpose. This amendment transmits changed looseleaf pages to the electronic Federal Travel Regulation (FTR) to change the mileage reimbursement rates for use of a privately owned vehicle (POV) on official business, as well as a decreased rate for use of a POV instead of a Government-furnished vehicle (GFV).

2. Effective date. The provisions of this amendment are effective January 1, 2004.

3. Background.

a. 5 U.S.C. 5707(b)(1)(A) requires the Administrator of General Services, in consultation with the Secretaries of Defense and Transportation and representatives of Government employee organizations, to conduct periodic investigations of the costs of operating privately owned vehicles (POVs) (airplanes, automobiles, and motorcycles) to Government employees while on official business and report the results to Congress at least once a year.

b. The General Services Administration (GSA) has determined in its investigation that the cost of operating a privately owned airplane is 99.5 cents per mile, the cost of operating a privately owned automobile is 37.5 cents per mile, and the cost of operating a privately owned motorcycle is 28.5 cents per mile. GSA has reported this cost investigation to Congress, and this amendment adjusts the mileage reimbursement rates for use of a POV accordingly.

c. GSA also has studied the cost to an agency of operating a GFV. Based on updated data, this amendment decreases the reimbursement rate for use of a POV instead of a GFV from 28.5 cents to 27.0 cents per mile. The reimbursement rate of 10.5 cents per mile will remain the same.

4. Explanation of changes. Part 301-10 is amended to reflect changes in the mileage reimbursement rates for use of a POV and GFV.

5. Filing instructions. Make the following page changes:

Remove pages:

301-10-1 and 301-10-2  
301-10-7 and 301-10-8

Insert pages:

301-10-1 and 301-10-2  
301-10-7 and 301-10-8

**NOTE:** The removed or superseded pages should be retained to determine rates, allowances, and entitlements in effect at specific times.

/s/

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# AMENDMENT 2003–06 JANUARY 1, 2004

## PART 301-10—TRANSPORTATION EXPENSES

**Authority:** 5 U.S.C. 5707; 40 U.S.C. 121(c);  
49 U.S.C. 40118.

### Subpart A—General

#### §301-10.1 Am I eligible for payment of transportation expenses?

Yes, when performing official travel, including local travel.

#### §301-10.2 What expenses are payable as transportation?

Fares, rental fees, mileage payments, and other expenses related to transportation.

#### §301-10.3 What methods of transportation may my agency authorize me to use?

Your agency may authorize:

- (a) Common carrier transportation (e.g., aircraft, train, bus, ship, or local transit system) under [Subpart B](#);
- (b) Government vehicle under [Subpart C](#);
- (c) POV under [Subpart D](#); or
- (d) Special conveyance (e.g., taxi or commercial automobile) under [Subpart E](#).

#### §301-10.4 How does my agency select the method of transportation to be used?

Your agency must select the method most advantageous to the Government, when cost and other factors are considered. Under 5 U.S.C. 5733, travel must be by the most expeditious means of transportation practicable and commensurate with the nature and purpose of your duties. In addition, your agency must consider energy conservation, total cost to the Government (including costs of per diem, overtime, lost worktime, and actual transportation costs), total distance traveled, number of points visited, and number of travelers.

#### §301-10.5 What are the presumptions as to the most advantageous method of transportation?

- (a) *Common carrier.* Travel by common carrier is presumed to be the most advantageous method of transportation and must be used when reasonably available.
- (b) *Government automobile.* When your agency determines that your travel must be performed by automobile, a Government automobile is presumed to be the most advantageous method of transportation.

#### §301-10.6 What is my liability if I do not travel by the selected method of transportation?

If you do not travel by the method of transportation required by regulation or selected by your agency, any additional expenses you incur will be borne by you.

#### §301-10.7 How should I route my travel?

You must travel to your destination by the usually traveled route unless your agency authorizes or approves a different route as officially necessary.

#### §301-10.8 What is my liability if, for personal convenience, I travel by an indirect route or interrupt travel by a direct route?

Your reimbursement will be limited to the cost of travel by a direct route or on an uninterrupted basis. You will be responsible for any additional costs.

### Subpart B—Common Carrier Transportation

#### §301-10.100 What types of common carrier transportation may I be authorized to use?

You may be authorized to use airline, train, ship, bus, or local transit system.

#### Airline

#### §301-10.106 What are the basic requirements for using airlines?

The requirements for using airlines fall into three categories:

- (a) Using contract carriers, when available;
- (b) Using coach class service, unless premium class or first-class service is authorized;
- (c) Using U.S. flag air carrier or (ship) service, unless use of foreign air carrier or (ship) is authorized.

#### Use of Contract City-Pair Fares

#### §301-10.107 When must I use a contract city-pair fare?

You must always use a contract city-pair fare for scheduled air passenger transportation service, (an Internet list of city-pairs is available at <http://pub.fss.gsa.gov/services/citypairs>), if you are a civilian employee of an agency (see [§301-1.1](#) of this chapter), unless one or more of the following conditions exist(s):

- (a) Space on a scheduled contract flight is not available in time to accomplish the purpose of your travel, or use of contract service would require you to incur unnecessary overnight lodging costs which would increase the total cost of the trip; or
- (b) The contractor's flight schedule is inconsistent with explicit policies of your Federal department or agency with regard to scheduling travel during normal working hours; or
- (c) A non-contract carrier offers a lower fare available to the general public, the use of which will result in a lower total trip cost to the Government, to include the combined costs of transportation, lodging, meals, and related expenses.

**Note to paragraph (c):** This exception does not apply if the contract carrier offers a comparable fare and has seats available at that fare, or if the lower fare offered by a non-contract carrier is restricted to Government and military travelers on official business and may only be purchased with a GTR, contractor-issued charge card, or centrally billed account (e.g., YDG, MDG, ODG, VDG, and similar fares); or

(d) Rail service is available and such service is cost effective and consistent with mission requirements; or

(e) Smoking is permitted on the contract flight and the nonsmoking section of the aircraft for the contract flight is not acceptable to you.

**Note 1 to §301-10.107:** Employees of the Government of the District of Columbia are not eligible to use the contract city-pair fares, even though they may otherwise be covered by the Federal Travel Regulation.

**Note 2 to §301-10.107:** Department of Defense (DoD) groups of 21 or more passengers may request contract service on an optional basis. Contract carriers may, but are not required, to furnish service to such groups.

**§301-10.108 What requirements must be met to use a non-contract fare?**

Before purchasing a non-contract fare—

(a) You must—

(1) Meet one of the requirements for exceptions listed in [§301-10.107](#); and

(2) If the non-contract fare is non-refundable, restricted or has specific eligibility requirements, you must know or reasonably anticipate, based on your planned trip, that you will use the ticket.

(b) Your agency must determine that the proposed non-contract transportation is practical and cost effective for the Government.

**§301-10.109 What is my liability for unauthorized use of a non-contract carrier when contract service is available and I do not meet one of the exceptions for required use?**

Any additional costs or penalties incurred by you resulting from unauthorized use of non-contract service are borne by you.

**§301-10.110 May I use contract passenger transportation service for personal travel?**

No.

**§301-10.111 When may I use a reduced group or charter fare?**

You may use a reduced group or charter fare when your agency has determined, on an individual case basis prior to

your travel, that use of such a fare is cost effective. Chartered aircraft are subject to the same rules as Government aircraft, and agencies in the executive branch of the Federal Government are subject to the requirements of Office of Management and Budget (OMB) Circular A-126 and 41 CFR part 101-37 in making such cost effectiveness determinations.

**§301-10.112 What must I do when different airlines furnish the same service at different fares?**

When there is no contract fare, and common carriers furnish the same service at different fares between the same points for the same type of accommodations, you must use the lowest cost service unless your agency determines that the use of higher cost service is more advantageous to the Government.

**§301-10.113 What must I do if I change or do not use a common carrier reservation?**

If you know you will change or not use your reservation, you must take action to change or cancel it as prescribed by your agency. Also, you must report all changes of your reservation according to your agency's procedures in an effort to prevent losses to the Government. Failure to do so may subject you to liability for any resulting losses.

**§301-10.114 What must I do with unused Government Transportation Request(s) (GTR(s), ticket(s) or refund application(s)?**

You must submit any unused GTR(s), unused ticket coupons, unused e-tickets, or refund applications to your agency in accordance with your agency's procedures.

**§301-10.115 Am I authorized to receive a refund or credit for unused transportation?**

No. You are not authorized to receive a refund, credit, or any other negotiable document from a carrier for unfurnished services (except as provided in [§301-10.117](#)) or any portion of an unused ticket issued in exchange for a GTR or billed to an agency's centrally billed account. However, any charges billed directly to your individually billed Government charge card should be credited to your account.

**§301-10.116 What must I do with compensation an airline gives me if it denies me a seat on a plane?**

If you are performing official travel and a carrier denies you a confirmed reserved seat on a plane, you must give your agency any payment you receive for liquidated damages. You must ensure the carrier shows the "Treasurer of the United States" as payee on the compensation check and then forward the payment to the appropriate agency official.

(a) Lowest first class accommodations are not available on the ship.

(b) When use of first-class is necessary to accommodate a disability or other special need. Disability must be substantiated in writing by competent medical authority. Special need must be substantiated in writing according to your agency's procedures. If you are authorized under [§301-13.3\(a\)](#) of this chapter to have an attendant accompany you, your agency also may authorize the attendant to use first-class accommodations if you require the attendant's services en route.

(c) When exceptional security circumstances require first-class travel. Exceptional security circumstances include, but are not limited to:

(1) The use of lowest first class accommodations would endanger your life or Government property; or

(2) You are an agent on protective detail and you are accompanying an individual authorized to use first-class accommodations; or

(3) You are a courier or control officer accompanying controlled pouches or packages.

#### **Local Transit System**

##### **§301-10.190 When may I use a local transit system (bus, subway, or streetcar)?**

(a) To, from, and between places of work. The use of bus, subway, or streetcar is an allowable expense for local travel between places of business at your official station or a TDY station, and between places of lodging and place of business at a TDY station.

(b) To places where meals can be obtained. Where the nature and location of the work at your TDY station are such that meals cannot be obtained there, travel to obtain meals at the nearest available place is an allowable expense. You must, however, attach a statement to your travel voucher explaining why such travel was necessary.

#### **Subpart C—Government Vehicle**

##### **§301-10.200 What types of Government vehicles may my agency authorize me to use?**

You may be authorized to use:

(a) A Government automobile in accordance with [§301-10.220](#);

(b) A Government aircraft in accordance with [§301-10.260](#) through [301-10.262](#) of this part; and

(c) Other type of Government vehicle in accordance with any Government-issued rules governing its use.

##### **§301-10.201 For what purposes may I use a Government vehicle other than a Government aircraft?**

Only for official purposes which include transportation:

(a) Between places of official business;

(b) Between such places and places of temporary lodging when public transportation is unavailable or its use is impractical;

(c) Between either [paragraph \(a\)](#) or [\(b\)](#) of this section and restaurants, drug stores, barber shops, places of worship, cleaning establishments, and similar places necessary for the sustenance, comfort, or health of the employee to foster the continued efficient performance of Government business; or

(d) As otherwise authorized by your agency under 31 U.S.C. 1344.

##### **§301-10.202 What is my liability for unauthorized use of a Government vehicle?**

You are responsible for any additional cost resulting from unauthorized use of a Government vehicle and you may be subject to administrative and/or criminal liability for misuse of Government property.

#### **Government Automobiles**

##### **§301-10.220 What requirements must I meet to operate a Government automobile for official travel?**

You must possess a valid State, District of Columbia, or territorial motor vehicle operator's license and have a travel authorization specifically authorizing the use of a Government-furnished automobile.

#### **Government Aircraft**

##### **§301-10.260 When may I use a Government aircraft for travel?**

Only for official purposes in accordance with 41 CFR 101-37.402.

##### **§301-10.261 What requirements must I meet to operate a Government aircraft?**

You must meet the aircrew qualification and certification requirements contained in 41 CFR 101-37.1212.

##### **§301-10.262 What is my liability for unauthorized use of a Government aircraft?**

You will be personally responsible for any additional cost resulting from unauthorized use of the aircraft as provided in 41 CFR 101-37.402 and 101-37.403, and you may be subject to administrative and/or criminal liability for misuse of Government property.

#### **Subpart D—Privately Owned Vehicle (POV)**

##### **§301-10.300 When may I use a POV for official travel?**

When authorized by your agency.

# AMENDMENT 2003–06 JANUARY 1, 2004

## §301-10.301

## FEDERAL TRAVEL REGULATION

### §301-10.301 How do I compute my mileage reimbursement?

You compute mileage reimbursement by multiplying the distance traveled, determined under [§301-10.302](#) of this subpart by the applicable mileage rate prescribed in [§301-10.303](#) of this subpart.

### §301-10.302 How do I determine distance measurements for my travel?

If you travel by	The distance between your origin and destination is
Privately owned automobile or privately owned motorcycle.	As determined from aeronautical charts issued by the Federal Aviation Administration (FAA).
Privately owned aircraft.	As determined from airway charts issued by the National Oceanic and Atmospheric Administration, Department of Commerce. You may include in your travel claim with an explanation any additional air mileage resulting from a detour necessary due to adverse weather, mechanical difficulty, or other unusual conditions. If a required deviation is such that airway mileage charts are not adequate to determine distance, you may use the formula of flight time multiplied by cruising speed of the aircraft to determine distance.

### §301-10.303 What am I reimbursed when use of a POV is determined by my agency to be advantageous to the Government?

For use of a	Your reimbursement is
Privately owned aircraft (e.g., helicopter, except an airplane).	Actual cost of operation (i.e., fuel, oil, plus the additional expenses listed in <a href="#">§301-10.304</a> ).
Privately owned airplane.	<sup>1</sup> 99.5
Privately owned automobile.	<sup>1</sup> 37.5
Privately owned motorcycle.	<sup>1</sup> 28.5

<sup>1</sup> Cents per mile.

### §301-10.304 What expenses are allowable in addition to the allowances prescribed in [§301-10.303](#)?

Following is a chart listing the reimbursable and non-reimbursable expenses:

Reimbursable expenses in addition to mileage allowance	Non-reimbursable expenses included in the mileage allowance
Parking fees; ferry fees; bridge, road, and tunnel fees; and aircraft or airplane parking, landing, and tie-down fees.	Charges for repairs, depreciation, replacements, grease, oil, antifreeze, towage and similar speculative expenses, gasoline, insurance, state and Federal taxes.

### §301-10.305 How is reimbursement handled if another person(s) travels in a POV with me?

If another employee(s) travels with you on the same trip in the same POV, mileage is payable to only one of you. No deduction will be made from your mileage allowance if other passengers contribute to defraying your expenses.

### §301-10.306 What will be reimbursed if I am authorized to use a POV instead of a taxi for round-trip travel between my residence and office on a day of travel requiring an overnight stay?

If determined advantageous to the Government, you will be reimbursed on a mileage basis plus other allowable costs for round-trip travel on the beginning and/or ending of travel between the points involved.

### §301-10.307 What will I be reimbursed if I use a POV to transport other employees?

Using a POV to transport other employees is strictly voluntary and you may be reimbursed in accordance with [§301-10.305](#).

### §301-10.308 What will I be reimbursed if I park my POV at a common carrier terminal while I am away from my official station?

Your agency may reimburse your parking fee as an allowable transportation expense not to exceed the cost of taxi fare to/from the terminal.

### §301-10.309 What will I be reimbursed if I am authorized to use common carrier transportation and I use a POV instead?

You will be reimbursed on a mileage basis (see [§301-10.303](#)), plus per diem, not to exceed the total constructive cost of the authorized method of common carrier transportation plus per diem. Your agency must determine the constructive cost of transportation and per diem by common carrier under the rules in [§301-10.310](#).

### §301-10.310 What will I be reimbursed if I am authorized to use a Government automobile and I use a privately owned automobile instead?

(a) *Reimbursement based on Government costs*—Unless you are committed to using a Government vehicle as provided in [paragraph \(b\)](#) of this section, your reimbursement will be limited to the cost that would be incurred for use of a Government automobile, which in CONUS is 27.0 cents per mile. If your agency determines the cost of providing a Government automobile would be higher because of unusual circumstances, it may allow reimbursement not to exceed the mileage rate provided in [§301-10.303](#) for a privately owned automobile.